



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
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CLAS Coordinating Committee

Minutes

5/23/07

Attending: Mary Beth Curley, Nancy Wilber, Sharon Dyer, Lucy Clarke (Critical MASS), Jo-Ann Kwass, Dianne Hagan, Brunilda Torres (Co-chair)

- I. We are very pleased to announce that Christine Haley Medina will join DPH as the new CLAS Coordinator within the Office of Multicultural Health starting 5/29. Christine and her family have recently arrived from Ohio, where she worked for the Cleveland Department of Public Health for the last two years as the Director of the *Lead Safe Living Campaign*. In addition to managing a sizable grant and spearheading the "*Greater Cleveland's Plan to Eliminate Lead Poisoning by 2010*", Christine provided on-going support to the Greater Cleveland Lead Advisory Council. Christine holds a Master of Science in Social Administration with a concentration in Community Development from the Mandel School of Applied Social Sciences at Case Western Reserve University and is fluent in Spanish.
- II. Brunilda updated those in attendance about the recent change from an inclusive Center for Community Health (CCH) management model to three distinct bureaus – Family and Community Health (FCH), Substance Abuse (BSAS) and HIV/ AIDS (BHA). It is anticipated that the Offices of Tobacco, Multicultural Health and Healthy Communities will remain within FCH.
- III. Mary Beth and Sharon Dyer gave a brief update on the status of the bureau's (formerly CCH) RFR Initiative Task Force (see attached) recommendations resulting from the FCH strategic planning priority initiatives. The group discussed the relationship between developing/implementing the CLAS standards and the timelines for the revised RFR processes. Currently, in some/most FCH RFR's there is 'placeholder' language that asks providers to affirm their willingness to implement the CLAS standards as they are developed.

The RFR task force is developing a check list, not unlike the translation guidelines checklist, for RFR writers. Nancy suggested that it may be useful to include standard definitions, expectations and/or examples and models that demonstrate best practices for each of the standards as they are developed. This could be accomplished through a series of links for both internal DPH staff and providers.

Jo-Ann cautioned that it will be important to look at a range of models, including but not limited to those that are not necessarily “evidence-based”, particularly in relation to newer/emerging populations.

Sharon and Mary Beth explained that the plan is to gather information from key stakeholders that will be shared and used to inform the development of the guidelines.

- IV. In October, there was an initial discussion among the group on the roles and responsibilities of the Coordinating Committee (CC), but there had not been any follow-up discussion. After discussion, everyone was in agreement that the roles(s) of the CC would be the following:
- To review rather than actually do the work of the subcommittees as it relates to development of their committee specific workplans,
 - The sub-committees will develop recommendations, with the CC offering suggestions for follow-up and/or preliminary approval, relative to the CLAS Logic Model framework.
 - The role of the CLAS Coordinator will be to attend each sub-committee meeting, prepare a monthly report for the CC, including but not limited to status, issues, need for clarification, etc.
- V. The following tentative dates (last Wednesday morning of the month) were chosen based on the limited feedback from the CC membership, recognizing that with vacations, not all people could attend all meetings:
- **June 27 10-12**
 - **July 25 10-12**
 - **August 29 10-12**

Christine will follow-up with everyone to be sure these dates and times do not exclude anyone.